

## TEMPORARY LODGING EXPENSE (TLE) COMPUTATION WORKSHEET

OFFICER NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TLE DATES: \_\_\_\_\_

### A. Determine the daily M&IE and Lodging Maximum per day:

Multiply the percentage in the following Table by the applicable M&IE and Lodging Locality rate where the Lodging is occupied:

Number of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or one dependent:	65%
Member & 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add:	35%
For each additional dependent under 12, add:	25%

**Note:** For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.

- Daily M&IE rate \$\_\_\_\_\_ x percentage applicable \_\_\_\_\_ % = \$\_\_\_\_\_ (A1)
- Daily Lodging rate \$\_\_\_\_\_ x percentage applicable \_\_\_\_\_ % = \$\_\_\_\_\_ (A2)

### B. Determine applicable Lodging rate:

Compare actual daily lodging cost incurred (**including lodging tax**) with (A2) above, and use the lower amount:

- Actual Daily Lodging \$\_\_\_\_\_ vs.  
Locality Lodging rate \$\_\_\_\_\_ (A2)  
Select the lower amount \$\_\_\_\_\_ (B1)

### C. Determine gross daily equivalency:

- Add the M&IE rate in Step (A1) \$\_\_\_\_\_  
to the lodging amount in Step (B1) \$\_\_\_\_\_  
Total daily cost = \$\_\_\_\_\_ (C1)

### D. Determine maximum daily reimbursement:

Compare the following amounts:

TLE Daily Cap **\$180.00**  
Total Daily Cost \$\_\_\_\_\_ (C1)  
Select the lower amount \$\_\_\_\_\_ (D1) (BAH and BAS are **not** deducted)

### E. Amount to be paid:

Number of days to be paid: \_\_\_\_\_ x (D1) \$\_\_\_\_\_ = \$\_\_\_\_\_